

## Sam Houston State University Human Resources

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### Staff Classification Description – Director of New Student Orientation

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**Skill Category:** Executive/Administrative

**Position (Employee) Class:** 1M170

**Grade:** NC

**Date:** 6/2012

**Department:** Office of Enrollment Management

**Educational & Experience Requirement:** Bachelor's Degree in related field. Five years of related experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Responsible for the management of the new student orientation program at Sam Houston State University. Also responsible for enrollment management compliance education, communication, and training.

**Supervision Given & Received:** Receives minimum direction from the Associate Vice President for Enrollment Management and the Vice President for Enrollment Management. Supervises Visitor Center Counselor, Staff Aid and Student Assistants as assigned.

**Primary Responsibilities:** Responsible for the overall implementation of student orientation sessions including budget management, staff training, production of new student and parent handbooks, and other duties as needed for orientation. Additional responsibilities include efforts in developing seamless transition for new students with offices and departments across campus and collaborating with various individuals in improving parent-oriented programs on campus. Compliance education and training. Performs other related duties as assigned.

**Other Specifications:** Contacts include faculty, staff, University administrators, students and parents.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**